

TITLE: Assistant Public Defender
DEPARTMENT: Kendall County Public
Defender Office
SUPERVISED BY: Jason D. Majer, Public Defender
FULL TIME/PART TIME: Full Time
FLSA STATUS: Non-Exempt
APPROVED/REVISED: June 7, 2024

I. Position Summary:

This position provides representation to the indigent public on cases appointed to our office including but not limited to felony, misdemeanor, traffic, juvenile abuse, neglect, dependency or delinquency cases and any other duties as assigned to the Public Defender's Office. Applicants must be licensed to practice law in the State of Illinois and be in good standing.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A. Provides a broad range of support for our clients including but not limited to: providing legal expertise, guidance in procedural handling, and defending our clients in criminal proceedings.
 - 1. Prepares and maintains accurate and thorough records relating to assigned cases in compliance with all applicable laws and regulations.
 - 2. Accurately prepares motions, answers, letters, subpoenas and any pertinent documentation for each case file.
 - 3. Prepares and maintains your own calendar and excel worksheet of all clients and charges.
 - 4. Keeps current on changes in state laws and regulations.
 - 5. Maintain a clean office workspace to be able to accurately represent your clients.
- B. Must be able to work on-site to perform the above essential job duties.
- C. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- D. Handles confidential matters daily relating to all functions of the Public Defender's Office and maintains confidentiality of such information.
- E. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- F. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- G. Maintains regular attendance and punctuality.
- H. Performs other duties as assigned.

Kendall County Job Description

III. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
3. Requires proficient knowledge of the English language, spelling and grammar.

B. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

C. Certificates, Licenses, and Registrations:

1. Licensed Attorney by the State of Illinois.
2. Current and valid Driver's License.

D. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to follow guidance and work independently until cases have been resolved.
5. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
6. Knowledge of office practices, principles of modern record keeping, setting and maintaining filing systems.
7. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

E. Education and Experience:

1. A minimum of a Juris Doctor (J.D.) degree.

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IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently stand for long periods of time in the courtroom.
- C. Frequently work with computers and look at computer screens and other electronic devices.
- D. Occasionally lift and/or move up to 40 pounds.
- E. Frequently lift and/or move up to 10 pounds.
- F. Use hands to handle, feel, grip, and type.
- G. Reach, push, and pull with hands and arms.
- H. Talk and listen in person and use of telephone.
- I. Specific vision abilities include close and distance vision, as well as depth perception.
- J. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employees may be exposed to stressful and difficult situations and material while working with clients, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employees may be required to provide their own transportation to travel to and from meetings, training, conferences, etc.
- E. Employees must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date